



DEPARTMENT OF THE NAVY  
COMMANDER AMPHIBIOUS GROUP THREE  
NAVAL STATION BOX 368201  
3985 CUMMINGS ROAD SUITE 4  
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 1336.1A

N1

20 Apr 06

COMPHIBGRU THREE INSTRUCTION 1336.1A

Subj: PROCESSING OF SPECIAL REQUESTS

Ref: (a) U.S. Navy Regulations, 1990, Art. 1156

Encl: (1) Request Routing Matrix

1. Purpose. To promulgate policy regarding the expeditious processing of all special requests and to delegate authority to designated personnel within the chain of command to make final approval on certain types of requests.

2. Cancellation. COMPHIBGRUTHREEINST 1336.1

3. Background. Expeditious routing and processing of special requests is essential to the well-being and morale of all hands. All personnel are entitled to impartial evaluation of their requests and counseling regarding the availability of various programs, opportunities, benefits, and special privileges. Whether or not they can resolve a particular problem, officers and supervisors within the chain of command must show a sincere interest in the well-being of their personnel. Fair and impartial consideration must be shown in handling requests and adequate reasons for disapproval are discussed with personnel concerned. Consistency in attitude and reaction instills respect and credibility in the chain of command.

4. Action. All requests from enlisted personnel will be submitted using the special request authorization, NAVPERS Form 1136/3 or NAVCOMPT 3065 in triplicate and routed in accordance with enclosure (1).

5. Responsibility

a. Per reference (a), requests from personnel should be acted upon promptly (normally within three working days) and will be forwarded per enclosure (1).

b. All special request chits recommending disapproval will

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be routed to the Chief of Staff. Disapproval authority resides solely with the Chief of Staff.

c. If the request is not returned in a timely manner, usually within 3-5 working days, it is the ultimate responsibility of the individual to inquire as to the chit's progress.

6. Forms. NAVPERS 1336/3 and NAVCOMPT 3065, are available in the Administrative Office, CPG 3 website administrative part and may be requisitioned through Supply.

/s/

R. L. FORD

Chief of Staff

Distribution:

Electronic only via CPG 3 website.

<http://www.cpg3.navy.mil>

	S U P V R	D I V C P O	W A T C H O F F	C M C	C C C	A C O S	C O S	F A C I C O N T D A I F
ADVANCEMENT	X	X		I	I	X	A	N01Z
BAH (Note 2)	X	X		I		X	A	N1
COMRATS	X	X		I		X	A	N1
DUTY EXCHANGE	X	X	A					SWO
EXTENSION/PRD ADJUSTMENT	X	X		I	I	X		N01Z
FLEET RESERVE	X	X		I	I	X	A	N01Z
HARP DUTY	X	X	X	I	I	A		N01Z
I.D. CARD	X	X		I		A		N1
LEAVE (Note 1)	X	X	X	I		A	A	N1
OFF-DUTY EDUCATION	X	X		I	I	A		N01Z
OFF-DUTY EMPLOYMENT	X	X	X	I		A		ACOS
OFFICER PROGRAMS	X	X		I	I	X	A	N01Z
RATING CHANGE	X	X		I	I	X	A	N01Z
REENLISTMENT	X	X		I	I	X	A	N01Z
REQUEST MAST	X	X		I	I	X	A	N003
SERVICE SCHOOLS	X	X		I	I	X	A	N01Z
SPECIAL LIBERTY (Note 3)	X	X		I		A	A	N1
SPECIAL PAY	X	X		I		X	A	N1
STRIKER/DESIGNATION	X	X		I	I	X	A	N01Z

"X" Indicates signature required recommending approval/disapproval.

"A" Indicates final approval authority. All requests recommending disapproval will be routed to the Chief of Staff for final review and disposition. The Chief of Staff has final disapproval authority.

"I" Indicates routing for information only. Initial chit.

NOTES:

1. ENLISTED LEAVE. Leave request for 21 approved by ACOS. Leave in excess of 21 days or resulting in negative balance will be approved by the Chief of Staff. OFFICERS LEAVE. Leave requests up to 21 days will be approved by the ACOS. Leave in excess of 21 days or resulting in negative balance will be approved by the Chief of Staff.

2. Requests for Basic Allowance for Housing (BAH) must be submitted through the NAVSTA Supply Officer prior ACOS review.

3. ACOS may approve special liberty up to 3 days. All requests in excess of 3 days will be approved by the Chief of Staff.